

**PVA PERSONNEL QUICK REFERENCE GUIDE**  
**Adopted May 2013, Revised June 17<sup>th</sup> and July 25<sup>th</sup>**  
**Additions April 16<sup>th</sup> and June 20, 2014 and January 29, 2015**

**PROMOTIONS OR RECLASSIFICATIONS:** are allowed if the money is paid through OX. The employee must qualify for the position, if they qualify at entry level + 5% or + 10%, they can be promoted to that level, just a new employee would be allowed to fill that grade at what they qualify for. They cannot be promoted past their maximum allowed grade. For example: County Grade is 14, Chief Deputy is Grade 13 and all other office deputies cannot be above Grade 12 at the entry level, + 5% or + 10%. **The amount billed OX will be the difference of the Grade promoted to at the entry, + 5 or +10% and the difference of the Grade available at the entry, +5 or +10%, correspondingly.**

All reclassifications and promotions must still follow the requirements, in the PVA Fiscal and Personnel Administration Manual, Salary Adjustments, page 11. Promotions will not be allowed if the County has unpaid deputy hire, shortfall, or OX bills.

**VACANCY PROMOTION:** when a position is vacated a current employee may be promoted into that position at what they qualify for, entry, +5% or +10%, just as a new hire would be hired in at the level that they would qualify for. (January 2015)

**NEW HIRE SMSA (Six Month Salary Adjustment):** After a permanent employee, full time and part time, has completed six (6) months, the PVA may request a five (5) % adjustment to the employees salary. This adjustment will only be done upon the request of the PVA and must be submitted one month prior to the expiration of the six month period. The annual increment date will be established twelve months from the six month increment date. A Chief Deputy will qualify for the SMSA, but it must be paid from OX funds. (May 1, 2013).

**PROBATIONARY PROMOTIONAL SMSA:** After an employee is promoted and has completed six (6) months, an additional six months salary adjustment can be requested and paid through "OX" funding (July 25, 2013).

**OFFICE RESTRUCTURE:** "A PVA has the discretion to restructure current employees based on the "State Salary Grade Schedule + 10% salaries" that result in an amount equal to or less than the original grade structure amount of the salary schedule, subject to the PVA budget Committee approval and review."

**90 DAY DELAY:** All PVA offices are under a 90 day hiring delay, no office will be exempted from this policy. PVA offices will not be able to move/promote any existing employee(s) during the 90 day delay, including Chief Deputy Vacancies, for the vacant position. Local funds (OX) may be used if a PVA has them available and wishes to hire or vacancy promote within during that period. **The (OX) billing will be calculated on the total salary of the position for 90 day with FICA, Retirement and Health Insurances (applicable the 2<sup>nd</sup> month after hire).** \* If a new hire leaves within the first six (6) months of employment, the PVA office will not have to repeat another 90 day delay for a rehire in that same position.

## **PVA PERSONNEL QUICK REFERENCE GUIDE (Page 2)**

**HIRING VACANCIES:** New employees may be hired in at the grade they qualify for at the level they qualify for in that grade. However, all hiring vacancies are mandated to the previous deputy's grade. If the employee qualifies for a higher grade than the previous employee vacated, then the difference must be paid from local funds (OX).

### **VACANCY CREDITS (applied only to shortfall billings):**

No credit will be calculated for any vacancy which exists less than one month.

If the vacancy exists one month or greater, the credit will be calculated based on semi-monthly periods and will be rounded down.

**Example:** The position is held open 3 months and 27 days, beyond the 90 day hiring delay. The vacancy credit will be figured on 3.5 months of vacancy. The calculation of the credit will be based on Grade vacant + 5%.

The amount of \$630 per month will be used for Health Insurance Benefit. (To be revised upon new health insurance rates annually) (Calendar Year 2015)

Chief Deputy Vacancy Credit is based on the allowable Chief Deputy replacement salary minus the Grade below + 5% or the highest grade salary in the office, whichever gives the greater credit. 2 PT positions for 1 FT Credit: The health and retirement benefit based on the grade receiving the credit may be used as a vacancy credit when you fill an open position with two (2) part time people.

### **NO PREPAYMENT OF OX OR DEPUTY HIRE:**

Payment of Deputy Hire and all OX bills including midpoint, must be made in the Fiscal Year that they occur.

**DEPUTY TAKEN TO MIDPOINT OF GRADE (Within A Grade Increase):** A deputy may be taken up to the midpoint of their Grade in 5% increments if paid from local funds (OX) and they meet the following criteria:

- Counties who are currently receiving an exemption on their deputy hire formula (currently \$10,000, subject to change) would lose the exemption when calculating the formula for the upcoming fiscal year.
- Effective dates for salary increases will be July 1 and run on a fiscal year only.
- All prior year deputy hire, shortfall and OX billings must be paid in full.
- The initial difference in current salary and (up to) the midpoint salary (plus benefits) would be paid upfront for the entire year before the salary change would take effect.
  - In subsequent years, the difference in salary change must be paid by July 31st.
  - If the subsequent years' billing is not paid by July 31st, the Department of Revenue shall revert the employee back to their previous grade and salary funded by the General Fund.
- Total billing (including benefits) should not exceed 15% of total income available (including carry forward) per the information available on the Deputy Hire Formula Sheet.

### **Employee Qualifications**

- (Up to) Midpoint is only available to: Full-time employees.
  - employees who have a minimum of 5 years Full-Time Equivalent experience in the PVA office.
  - employees one or two grades below the PVA. (It should be noted that employees outside that grade level may be promoted and the difference paid with OX funds if they meet promotion qualifications.)
- Employee should be made aware and sign a statement that their pay increase is based on current year and is only allowed when are paid in advance out of local funds (OX).

## **PVA PERSONNEL QUICK REFERENCE GUIDE (Page 3)**

**DEPUTY AT OR BEYOND MIDPOINT (Within a Grade):** A deputy may receive a 5% increment if they are at or beyond the midpoint rate. All criteria and qualifications apply as listed above for the deputy taken to midpoint of grade.

- Counties who are currently receiving an exemption on their deputy hire formula (currently \$10,000, subject to change) would lose the exemption when calculating the formula for the upcoming fiscal year.
- Effective dates for salary increases will be July 1 and run on a fiscal year only.
- All prior year deputy hire, shortfall and OX billings must be paid in full.
- The initial difference in current salary and (up to) the midpoint salary (plus benefits) would be paid upfront for the entire year before the salary change would take effect.
  - In subsequent years, the difference in salary change must be paid by July 31st.
  - If the subsequent years' billing is not paid by July 31st, the Department of Revenue shall revert the employee back to their previous grade and salary funded by the General Fund.
- Total billing (including benefits) should not exceed 15% of total income available (including carry forward) per the information available on the Deputy Hire Formula Sheet.

### ***Employee Qualifications***

- (Up to) Midpoint is only available to:
  - full-time employees.
  - employees who have a minimum of 5 years Full-Time Equivalent experience in the PVA office.
  - employees one or two grades below the PVA. (It should be noted that employees outside that grade level may be promoted and the difference paid with OX funds if they meet promotion qualifications.)
- Employee should be made aware and sign a statement that their pay increases is based on current year and is only allowed when are paid in advance out of local funds (OX).

### **POLICY FOR OX CALCULATION FOR GRADE PROMOTIONS (added 4/16/14)**

The OX billing will be calculated on the difference between the Grade that the employee is now filling at the entry, 5% or 10% level; versus the same placement in the Grade that was available to the County.

**Example:** A county has a Grade 12 open and wishes to hire an employee at a Grade 13. The employee qualifies for a Grade 13 plus 10%. The OX bill will be based on the difference of a Grade 12 plus 10% and a Grade 13 plus 10%, plus FICA and retirement.

**Example:** A county has a Grade 10 open. The new employee qualifies for a Grade 11 plus 5%. The OX bill will be based on the difference between a Grade 10 plus 5% and a Grade 11 plus 5%, plus FICA and Retirement.

**Example:** A county demotes an employee from Chief Deputy to a Grade 11. The Grade 10 employee is promoted to Chief Deputy. The open position is a Grade 10. The employee is demoted to an entry level 11. The OX bill will be calculated on the difference between a Grade 10 entry and Grade 11 entry, plus FICA and Retirement.